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Director, Logistics Office

Deputy Comptroller

Decrease in Number of Agency Contracts to be Furnished to
Fiscal Division

A new procedure for processing contracts and vouchers was recently installed in the Fiscal Division by the Technical Accounting Staff which provides that, hereafter, only the originals of Agency contracts shall be processed and retained by the Fiscal Division. In view of the above, will you advise contracting officers that, effective immediately, they should discontinue sending carbon copies of Agency contracts to the Fiscal Division as only the original of each contract is needed by that Division. You should, however, continue to send a carbon copy of each "cost plus contract" to the Industrial Contract Audit Branch, Finance Division, as the above-mentioned new procedure does not change that distribution.

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TAS/HMJ:pjc (26 May 55)

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